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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, January 10, 2012 at 1:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	March 13, 2012

MEMBERS PRESENT

Terri White, Professional Member, President
Tim Ballas, Professional Member, Vice President (arrived at 1:14 p.m.)
Mike Salitsky, Professional Member (arrived at 1:18 p.m.)
Hope Squier, Healthcare/Public Member
Frances Wimbush, Public Member, Secretary
Sandra Dole, Healthcare/Public Member
Elizabeth Hague, Public Member
Tim Bane, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Daniel Stevenson, Deputy Attorney General
Michele Howard, Administrative Specialist II

MEMBERS ABSENT

Victorine Parker, Public Member

PUBLIC PRESENT

Christy Lane (left at 2:30 p.m.)
Cheryl Hollis
David Bolton
Juli LaBadia, Wilcox & Fetzer

CALL TO ORDER

Ms. White called the meeting to order at 1:12 p.m.

Ms. White made a motion, seconded by Ms. Dole, to amend the agenda to add the following items:

- 4.3.2.1 Adrienne Indellini – 4th/Final Quarterly Progress Report (needs approval to sit for exam)
- 4.6.4 Rawlida Trapp – Request from Preceptor for AIT Extension

The motion passed unanimously.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the November 8, 2011 meeting. Ms. Wimbush noted that she was listed as Mr. Wimbush, rather than Ms. Wimbush, on page 3 of the minutes, and asked Ms. Howard to correct the error. Ms. White made a motion, seconded by Ms. Wimbush, to approve the minutes as amended. The motion was unanimously approved.

UNFINISHED BUSINESS

PUBLIC RULES & REGULATIONS HEARING – RESCHEDULED FOR 3/13/12 AT 1:00 PM

Definition of Preceptor

Revisions to the AIT Program

Late Renewal Period

CE Credit For Meeting Attendance – Professional NHA Board Members

Ms. White stated that the public rules and regulations hearing had been rescheduled for the Board's March meeting, due to timing issues.

STRATEGIC PLAN

Definition of Preceptor – NAB Guide

AIT Program – NAB Guide

Addendum A to the Board's Rules & Regulations – NAB Guide

Ms. White made a motion, seconded by Ms. Squier, to table the Strategic Plan until the March meeting, when all members have had an opportunity to review the NAB Guide. The motion passed unanimously.

CONTINUING EDUCATION AUDIT OF LICENSEES

Audit Submissions Passed Since November Meeting

Ms. White made a motion, seconded by Ms. Wimbush, to pass the audits of Regina J. Coffey, Tawnya L. Dennis, John M. Hupp, Rhonda Dale Quinlan, and Michael Albert Sayre. The motion passed unanimously.

Re-Review of Audit Submissions (additional documentation)

Susan D. Barnes (short 1.0 CEU)

Review of DHSS Seminar, 7/14/10, *Guidelines for Management of MDROs & Other Epidemiologically Imp. Organisms*, Requesting 2.5 CEUs

Ms. Wimbush reviewed the CE application submitted by Susan Barnes and summarized the application for the Board. Ms. Wimbush made a motion, seconded by Ms. Squier, to approve the course for 2.5 CEUs as presented for the previous licensure period. The motion passed unanimously. Ms. Wimbush made a motion, seconded by Ms. White, to pass the audit of Susan Barnes. The motion passed unanimously.

Elmer R. Quillen (short 0.25 CEU)

Review of DLTCRP Seminar, 1/19 – 1/20/10, *Infection Prevention & Control*, Requesting 5.5 CEUs

Mr. Ballas reviewed the CE application submitted by DLTCRP. Mr. Ballas made a motion, seconded by Ms. Dole, to approve the course for 5.5 CEUs as presented for the previous licensure period, and to pass the audit of Elmer Quillen. The motion passed unanimously.

RULE TO SHOW CAUSE HEARING

CHERYL A. HOLLIS

BOARD PRESENT: Terri White, Tim Ballas, Mike Salitsky, Fran Wimbush, Hope Squier, Elizabeth Hague, Sandy Dole, Tim Bane

BOARD STAFF: Michele Howard, Administrative Specialist II

DAG FOR THE BOARD: Daniel Stevenson

PUBLIC PRESENT: Christy Lane and David Bolton

COURT REPORTER: Juli LaBadia, Wilcox and Fetzer

The hearing began at 1:33 p.m. The court reporter took verbatim testimony. DAG Stevenson and the Board Members introduced themselves for the record. DAG Stevenson introduced a copy of the 11/30/11 hearing notice mailed to Ms. Hollis and a copy of the green certified mail receipt as Board's Exhibit 1. Mr. Stevenson introduced CE Certificates of Completion submitted by Ms. Hollis at the start of the hearing as Respondent's Exhibit 1. Ms. Hollis was sworn-in by the court reporter. Mr. Stevenson questioned, and Ms. Hollis confirmed, that she was aware of her right to an attorney and chose to proceed without legal representation. Ms. Hollis gave testimony. Mr. Stevenson distributed Respondent's Exhibit 1 for the Board's review. The Board questioned Ms. Hollis and she responded.

The Board went off the record to deliberate (the time was not noted).

The Board went back on the record at 1:51 p.m. to further question Ms. Hollis, and she responded.

The Board went back off the record at 1:57 p.m. to deliberate.

The Board went back on the record at 1:58 p.m.

Mr. Salitsky made a motion, seconded by Mr. Ballas, to continue the hearing until the Board's March meeting. The motion passed unanimously. Mr. Ballas made a motion, seconded by Mr. Salitsky, that Ms. Hollis should gather additional information regarding the courses she was submitting for approval, to mail or bring the documents to the Board office, and to be present at the Board's March meeting for a continuance of her hearing. The motion passed unanimously.

The Board went off the record; the time was not noted.

RULE TO SHOW CAUSE HEARING

BRENDA COLEY-MOODY

BOARD PRESENT: Terri White, Tim Ballas, Mike Salitsky, Fran Wimbush, Hope Squier, Elizabeth Hague, Sandy Dole, Tim Bane

BOARD STAFF: Michele Howard, Administrative Specialist II

DAG FOR THE BOARD: Daniel Stevenson

PUBLIC PRESENT: Christy Lane and David Bolton

COURT REPORTER: Juli LaBadia, Wilcox and Fetzer

The hearing began at 2:02 p.m. The court reporter took verbatim testimony. DAG Stevenson and the Board Members introduced themselves for the record. Mr. Stevenson stated the purpose of the hearing, and confirmed that Ms. Coley-Moody was not present. DAG Stevenson introduced a copy of the 11/30/11 hearing notice mailed to Ms. Coley-Moody and the original document in an envelope marked “unclaimed-return to sender” as Board’s Exhibit 1.

The Board went off the record at 2:03 p.m. to deliberate.
The Board went back on the record at 2:08 p.m.

Ms. White made a motion, seconded by Ms. Wimbush, to indefinitely suspend the NHA license of Brenda Coley-Moody until she appears before the Board and shows cause for reinstatement of her license, along with documentation of the required CEUs. The motion passed unanimously.

The Board went off the record at 2:09 p.m.

RULE TO SHOW CAUSE HEARING

GREGORY O. MERVINE

BOARD PRESENT: Terri White, Tim Ballas, Mike Salitsky, Fran Wimbush, Hope Squier, Elizabeth Hague, Sandy Dole, Tim Bane

BOARD STAFF: Michele Howard, Administrative Specialist II

DAG FOR THE BOARD: Daniel Stevenson

PUBLIC PRESENT: Christy Lane and David Bolton

COURT REPORTER: Juli LaBadia, Wilcox and Fetzer

The hearing began at 2:11 p.m. The court reporter took verbatim testimony. DAG Stevenson and the Board Members introduced themselves for the record. Mr. Stevenson stated the purpose of the hearing, and confirmed that Mr. Mervine was not present. Mr. Stevenson introduced a copy of the 11/30/11 hearing notice mailed to Mr. Mervine and his original audit submission as Board's Exhibit 1. Mr. Stevenson called Michele Howard as the Board's witness. Ms. Howard was sworn-in by the court reporter. Mr. Stevenson questioned Ms. Howard and she responded.

The Board went off the record at 2:15 p.m. to deliberate.
The Board went back on the record at 2:17 p.m.

Ms. White made a motion, seconded by Mr. Ballas, to indefinitely suspend the NHA license of Gregory O. Mervine until he appears before the Board and shows cause for reinstatement of his license, along with documentation of the required CEUs. The motion passed unanimously.

The Board went off the record; the time was not noted.

RULE TO SHOW CAUSE HEARING

MARK B. YODER, JR.

BOARD PRESENT: Terri White, Tim Ballas, Mike Salitsky, Fran Wimbush, Hope Squier, Elizabeth Hague, Sandy Dole, Tim Bane

BOARD STAFF: Michele Howard, Administrative Specialist II

DAG FOR THE BOARD: Daniel Stevenson

PUBLIC PRESENT: Christy Lane and David Bolton

COURT REPORTER: Juli LaBadia, Wilcox and Fetzer

The hearing began at 2:19 p.m. The court reporter took verbatim testimony. DAG Stevenson and the Board Members introduced themselves for the record. Mr. Stevenson stated the purpose of the hearing, and confirmed that Mr. Yoder was not present. Mr. Stevenson introduced a copy of the 11/30/11 hearing notice mailed to Mr. Yoder and his original audit submission as Board's Exhibit 1.

The Board went off the record at 2:21 p.m. to deliberate.
The Board went back on the record at 2:22 p.m.

Ms. White made a motion, seconded by Ms. Dole, to indefinitely suspend the NHA license of Mark B. Yoder, Jr. until he appears before the Board and shows cause for reinstatement of his license, along with documentation of the required CEUs. The motion passed unanimously.

The Board went off the record at 2:23 p.m.

INITIAL REVIEW OF AUDIT SUBMISSIONS FOR LATE RENEWALS

Dennis E. Koza (short 32.0 CEUs)

Mr. Salitsky reviewed the audit submission of Dennis Koza. After discussion, Ms. White made a motion, seconded by Mr. Ballas, to send a certified letter to Mr. Koza notifying him that he is short 32.0 CEUs. The letter should provide a 30-day time period in which Mr. Koza may submit additional audit documentation, clearing up the noted deficiency. If Mr. Koza's audit is still deficient after the allotted timeframe, he will be scheduled to appear at a Rule to Show Cause Hearing in March 2012. The motion passed unanimously.

NEW BUSINESS

RATIFICATION OF LICENSURE

Megan L. Nessel (9-month AIT: 12/5/11 – 8/12/12)

Ms. White stated that she previously reviewed the application and approved Ms. Nessel for a 9-month AIT. Ms. White made a motion, seconded by Mr. Ballas, to ratify the AIT licensure of Megan L. Nessel. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

Carol Holzman – NHA by AIT

Ms. White reviewed the NHA application of Carol Holzman, and made a motion, seconded by Mr. Ballas, to approve Ms. Holzman for NHA licensure contingent upon receipt of a satisfactory criminal background report. The motion passed unanimously.

REVIEW OF AIT PROGRESS REPORTS

Laura Kasal

3rd / Final Quarterly Progress Report (needs approval to sit for exam)

Ms. White reviewed the 3rd / Final Quarterly Progress Report of Laura Kasal, and made a motion, seconded by Ms. Squier, to approve the final progress report and grant permission for Ms. Kasal to sit for the NAB examination. The motion passed unanimously.

Adrienne Indellini

3rd and 4th / Final Quarterly Progress Reports (needs approval to sit for NAB exam)

Mr. Bane reviewed the 3rd and 4th Quarterly Progress Reports of Adrienne Indellini. Ms. White made a motion, seconded by Ms. Wimbush, to approve the reports and grant permission for Ms. Indellini to sit for the NAB exam. The motion passed by a majority vote, with Mr. Salitsky recusing himself from the vote.

Christopher Collins

2nd Quarterly Progress Report

Ms. Hague reviewed the 2nd Quarterly Progress Report of Christopher Collins. Ms. White made a motion, seconded by Ms. Squier, to approve the report. The motion passed unanimously.

Christy Lane

3rd / Final Quarterly Progress Report (needs approval to sit for exam)

Ms. Hague reviewed the 3rd / Final Quarterly Progress Report of Christy Lane. Ms. White made a motion, seconded by Ms. Wimbush, to approve the final progress report and grant permission for Ms. Lane to sit for the NAB examination. The motion passed unanimously.

Marcella England

2nd / Final Quarterly Progress Report (needs approval to sit for exam)

Ms. White reviewed the 2nd / Final Quarterly Progress Report of Marcella England. Ms. White made a motion, seconded by Ms. Squier, to approve the final progress report and grant permission for Ms. England to sit for the NAB examination. The motion passed unanimously.

Robert Greer

2nd / Final Quarterly Progress Report (needs approval to sit for exam)

Ms. Squier reviewed the 2nd / Final Quarterly Progress Report of Robert Greer. Ms. Squier made a motion, seconded by Ms. Dole, to approve the final progress report and grant permission for Mr. Greer to sit for the NAB examination. The motion passed unanimously.

Tammy Chavis

1st Quarterly Progress Report

Ms. Squier reviewed the 1st Quarterly Progress Report of Tammy Chavis. Ms. Squier made a motion, seconded by Ms. Wimbush, to approve the report. The motion passed unanimously.

REVIEW OF AIT REPORT (as of 1/3/12) – Ms. Howard

Ms. Howard distributed and summarized a status report of current AITs.

TINA LAROSE – 3rd EXAM FAILURE

Ms. White summarized a timeline of the application and AIT process of Ms. Larose. Ms. Larose has failed the exam three times and must now seek Board approval to retest. Mr. Stevenson read aloud Board Rule 2.5.3 for the Board. Ms. White made a motion, seconded by Ms. Dole, to send Ms. Larose a letter and invite her to attend the March Board meeting to discuss her future plans and express her willingness to continue the licensing process. The Board advised that Ms. Larose should contact NAB to obtain exam score information and to be prepared to discuss her strengths and weaknesses relevant to the exam at the Board's March meeting. The Board would like to know if Ms. Larose is currently working (AL or SNF); why she feels she has been unsuccessful with the exam; if she's willing to train for an additional 40 hours; and if so, if her current NHA is willing to be a preceptor for an additional 40 hours. The motion passed unanimously.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS:

The Mary Campbell Center

Basic ICF/ME Surveyor Training, 9/26 – 9/30/11, Requesting 25.5 CEUs

Ms. White reviewed the application, and made a motion, seconded by Ms. Squier, to approve the course as presented. The motion passed unanimously.

Delaware Health Care Facilities Association

DHCFA's 2012 Legislative Conference, 1/26/12, Requesting 4.0 CEUs

Mr. Ballas reviewed the application, and made a motion, seconded by Ms. White, to approve the course as presented. The motion passed unanimously.

Activities for Geriatric Enrichment

Assessment, the Key to Documentation, Dates TBD, Requesting 6.0 CEUs

The Survey Process for f248/249 (Activities Requirements), Dates TBD, Requesting 6.0 CEUs

The Challenges & Rewards of Volunteer Program Design & Implementation, Dates TBD, Requesting 6.0 CEUs

The ABC's of Dream Weaving, Dates TBD, Requesting 5.0 CEUs

It's About Time, Dates TBD, Requesting 5.0 CEUs

What's So Special About Special Events?, Dates TBD, Requesting 5.0 CEUs

Laughter is the Best Medicine, Dates TBD, Requesting 5.0 CEUs

The Name of the Game is Quality of Life... Are We All on the Same Team?, Dates TBD, Requesting 5.0 CEUs

The Power of Learning Circles, Dates TBD, Requesting 5.0 CEUs

Changing the Culture of Care Planning, Dates TBD, Requesting 5.0 CEUs

Promoting Quality of Life, Dates TBD, Requesting 5.0 CEUs

There's No Place Like Home... Or Is There? A Closer Look at Culture Change, Dates TBD, Requesting 5.0 CEUs

Getting Started Along the Path to Culture Change, Dates TBD, Requesting 5.0 CEUs

Understanding the Application of Programming in LTC, Dates TBD, Requesting 5.0 CEUs

Planning & Implementing a Successful Resident Council, Dates TBD, Requesting 5.0 CEUs

Intergenerational Programs in Eldercare Settings, Dates TBD, Requesting 5.0 CEUs

Creative Arts in Eldercare Settings, Dates TBD, Requesting 5.0 CEUs

An Introduction to Culture Change, Dates TBD, Requesting 5.0 CEUs

Communication Skills in LTC Settings, Dates TBD, Requesting 5.0 CEUs

Ms. Wimbush reviewed the applications and made a motion, seconded by Ms. White, to approve the courses as presented. The motion passed by a majority vote, with Ms. Dole recusing herself from the vote.

RAWLDA TRAPP – REQUEST FROM PRECEPTOR FOR AIT EXTENSION

Ms. White reviewed the request from David Bolton for an extension of Rawlida Trapp's AIT. The Board recognized Dave Bolton, Executive Director of Forwood Manor. Mr. Bolton addressed the Board and requested that the AIT training period for Ms. Trapp be extended. Ms. White stated that the Board requires a written request from the AIT requesting such an extension. Ms. White made a motion, seconded by Ms. Wimbush, to approve the request contingent upon a written request from Ms. Trapp. The motion passed unanimously.

COMPLAINT STATUS – No Updates

OTHER BUSINESS BEFORE THE BOARD (FOR DISCUSSION ONLY)

Certificate of Appreciation, William Daisey (final 3 signatures)

Ms. Squier, Mr. Salitsky, and Mr. Ballas signed the Certificate of Appreciation. Ms. Howard will mail the certificate to Mr. Daisey.

PUBLIC COMMENT

None

NEXT SCHEDULED MEETING

The next meeting is scheduled to be held on March 13, 2012 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. White made a motion, seconded by Ms. Wimbush, to adjourn the meeting at 2:51 p.m. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink that reads "Michele Howard". The signature is written in a cursive, flowing style.

Michele Howard
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.